

<b>Term</b>	<b>Definition</b>	<b>Grade Levels</b>	<b>Strands</b>
<b>Paste</b>	To insert the last information that was cut or copied into a document. Cut and paste can be used to move information within or between documents.	3-8	ALL
<b>Pie graph</b>	Circle graph divided into pieces that look like portions of a pie.	3-8	SS
<b>Portrait</b>	The default page setup that prints the document vertically.	3-8	ALL
<b>Public Domain</b>	Software written and then donated to the public. Anyone can use and copy public domain software free of charge, but it is not always the same quality as commercial software.	3-8	SI
<b>Row</b>	The horizontal divisions in a spreadsheet named with a number.	3-8	SS
<b>Save</b>	To storing information on a floppy disk, hard drive or CD for later use. Work should be saved often, every 5 or 10 minutes, to make sure your latest changes are safely recorded.	3-8	ALL
<b>Save As</b>	To save a document with a new name.	3-8	ALL
<b>Server</b>	A special computer used to store programs and files, and then sends it out to other computers one or all at a time.	3-8	SI
<b>Shareware</b>	Software that can be tried before you purchase.	3-8	SI
<b>Spreadsheet</b>	An application that can be used to do calculations, analyze and present data. It includes tools for organizing, managing, sorting and retrieving data and testing "what if " statements. It has a chart feature that displays numerical data as a graph.	3-8	SS
<b>Table</b>	Columns and rows of cells that can be filled with text that are used to organize information	3-8	SS
<b>Thesaurus</b>	A feature in most word processors used to replace a word in a document with one that is more suitable and adds variety to your writing.	3-8	DTP
<b>URL Address - Uniform Resource Locator</b>	Website address. Example: <a href="http://www.carteretcountyschools.org">http://www.carteretcountyschools.org</a>	3-8	T
<b>Value</b>	The term for a number in a spreadsheet that can be added, subtracted, multiplied or divided.	3-8	SS
<b>Web address</b>	Universal Resource Locator (URL). Example: <a href="http://www.carteretcountyschools.org">http://www.carteretcountyschools.org</a>	3-8	T
<b>WWW (World Wide Web)</b>	The section of the Internet that allows access to text, graphics, sound, and even video. A lot of free information can be found on the WWW.	3-8	T
<b>WYSIWYG</b>	WYSIWYG is an acronym for "What You See Is What You Get" and is pronounced "wizzy wig." WYSIWYG simply means that the text and graphics shown on your screen exactly match your printouts.	3-8	T